

# Appeal against Assessment Decision Procedure

### Stage 1

The trainee is responsible for initiating the appeal procedure.

- An appeal must be made within 7 days of receiving feedback on a summative assessment by use of the appeals form or by email. There will then be an informal discussion between the trainer/assessor and trainee.
- The discussion must take place within seven
- (7) days of the request.
- A note of the discussion must be maintained by the instructor /assessor.
- If the issue is not resolved, move to stage 2.

The trainee is responsible for imitating the second stage of the appeals procedure:

- The trainee must complete the Appeal Against an Assessment Decision Form
- James Pike / Tim Storer Directors reviews the assessment. If James Pike or Tim Storer has already reviewed the assessment as part of the sampling process, the appeal should move to Stage3.
- James Pike or Tim Storer completes the Appeal Against an Assessment Decision Form and responds to the trainee and trainer / assessor within seven days of the appeal
- The trainee acknowledges the recommended outcome and signs the form.
- If resolved, no further action is required. If unresolved move to stage 3.

### Stage 3

- The appeal is now escalated to the Managing Director.



APPEAL AGAINST AN ASSESSMENT DECISION

This form should be completed by a trainee wanting to appeal against an assessment decision. The appeal must be made by the trainee.

Name of Trainee;	
Syllabus:	Assessment details:
Please state grounds for appeal:	
Trainee declaration: I confirm and understand the purpose of the appeal will be to decide whether the process used for the internal assessment conformed to CAA requirements. I also understand the appeal may only be made against the marking/assessment process	
Signature	Date of signature:
Investigating Officer:	
Summary of Information obtained:	
Outcome of appeal:	
Next step:	
Signature:	Date of signature:

Trainee acknowledgement

I have received the details of the investigation and outcome of the appeal.

- I accept the recommended outcome of the appeal
- I wish to appeal to the CPD Office or an independent adjudicator.

Signature:

Date of signature: